

## Frederick County Department of Aging Volunteer Position Description

<b>Position Title</b>	Senior Health Insurance Program Counselor
<b>Purpose</b>	Help Medicare Beneficiaries make non-biased informed decisions regarding their healthcare.
<b>Position Description of Duties</b>	<ul style="list-style-type: none"> <li>➤ Explain Medicare Basics</li> <li>➤ Assist with drug plan searches</li> <li>➤ Explain Medigap insurance</li> <li>➤ Screen for subsidy programs</li> <li>➤ Answer phones questions related to Medicare</li> <li>➤ Help with outreach</li> <li>➤ Assist in presentations</li> </ul>
<b>Qualifications for position</b>	<ul style="list-style-type: none"> <li>➤ Enjoy working with people</li> <li>➤ Be patient and friendly</li> <li>➤ Able to communicate effectively</li> <li>➤ Basic computer skills</li> </ul>
<b>Time Requirement</b>	<ul style="list-style-type: none"> <li>➤ Flexible schedule</li> </ul>
<b>Location of Assignment</b>	<ul style="list-style-type: none"> <li>➤ Department of Aging State Health Insurance Program</li> <li>➤ Occasional off site presentations &amp; outreach</li> </ul>
<b>Orientation and Training</b>	<ul style="list-style-type: none"> <li>➤ Training and job shadowing provided by SHIP program coordinator</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>➤ Very rewarding opportunity, the ability to make a difference in people's lives.</li> </ul>
<b>Evaluation &amp; Reporting Procedures</b>	<ul style="list-style-type: none"> <li>➤ Monthly report</li> <li>➤ Record hours in timekeeper system</li> </ul>
<b>Supervisor:</b>	Elly Williams - SHIP coordinator
<b>Contact Info:</b>	301-600-1604 option 1 <a href="mailto:ewilliams1@frederickcountymd.gov">ewilliams1@frederickcountymd.gov</a>